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Executive Order #595 requires Executive Department employees to have received COVID-19 vaccination or to have been approved for exemption as a condition of employment. Finalists will be given details about how to demonstrate receipt of vaccination or request an exemption due to a sincerely held religious belief or if the vaccine is medically contraindicated.

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Job Description

Learning and Development Specialist - (22000A1J) Description

The Massachusetts Office of the State Treasurer and Receiver General requires staff to have received COVID-19 vaccination as a condition of employment. To be considered fully vaccinated, individuals must have received two doses of the approved Pfizer/Moderna COVID-19 vaccine or single dose of the Johnson & Johnson COVID-19 vaccine. Finalists will be given details about how to demonstrate receipt of vaccination.

About the Office of the Massachusetts State Treasurer and Receiver General (“Treasury”)

Our mission is to manage and safeguard the State's public deposits and investments through sound business practices for the exclusive benefits of our citizens, and perform these duties with integrity, excellence, and leadership. Additionally, we strive to provide economic opportunity, stability, and security for every Massachusetts resident.

We are committed to excellence in recruiting, hiring, and retaining diverse and qualified individuals. We value the culture of diversity and professionalism in the workplace, and strongly believe that our workforce should reflect our community.

<https://www.surveymonkey.com/r/FM68GFV>

Description of Organization

The Massachusetts State Retirement Board (MSRB) administers a defined benefit pension plan, governed by Massachusetts General Law Chapter 32, for all eligible Commonwealth employees, retirees, and eligible employees from other authorized entities. The MSRB has locations in Boston and Springfield, Massachusetts.

The MSRB is seeking a Learning & Development Specialist to join our Training Team. The Learning & Development Specialist will collaborate with MSRB staff and managers to develop and deliver training content.

The Mission of the Training Team is to:

- Develop and strengthen the skills of our workforce
- Improve efficiency and cohesiveness among all MSRB teams
- Promote career development within the organization

Responsibilities of this Position:

- Liaise with staff and managers to determine learning needs and objectives
- Develop a strong understanding of the work of the retirement board
- Document business processes
- Work with training team members to compile content and identify delivery method
- Deliver content to various audiences, including new hires, existing staff, managers, and employers participating in the retirement plan
- Adhere to Treasury and MSRB employment policies
- Other duties as assigned by manager or director

Qualifications

Preferred Skills and Attributes:

- Bachelor’s Degree required
- At least one (1) year related work experience
- Desire to learn
- Strong verbal and written communication skills
- Ability to collaborate with staff at all levels of organization
- Ability to present to a group
- Proficient in Office 365
- Ability to become proficient in LMS authoring and business-related software programs
- Ability to work consistently and effectively in a hybrid environment

Official Title: Training Program Coord. I
Primary Location: United States-Massachusetts-Boston-1 Winter Street
Job: Training and Development
Agency: Off of State Treas & Rec Genrl
Schedule: Full-time
Shift: Day
Job Posting: Aug 25, 2022, 1:06:10 PM
Number of Openings: 1
Salary: 45,000.00 - 50,000.00 Yearly
If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Kerley Aime - 6173679333

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